



CalJOBS Help Sheet 15

How to Run Reports in CalJOBS

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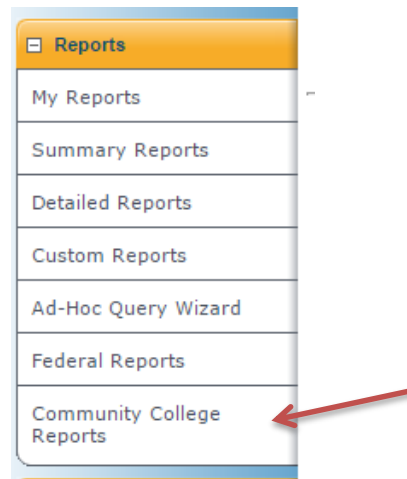
How to Create a Report in CalJOBS

There are many reports available in CalJOBS. This Help Sheet will focus on the most commonly used and most useful reports that you might use. However, you are welcome to explore other reports as you wish, as report functionality is similar in all reports.

This section describes how to run a Federal Report and a Detailed Report in CalJOBS step by step.

Running a Federal Report:

1. Navigate to the left hand side and go to Reports > Federal Reports.



2. For this help sheet, we will explore the two most commonly accessed Federal Reports, the ETA WIOA 9090 Quarterly and the ETA WIOA 9091 Annual.

[ETA WIOA 9090 Quarterly](#)
Display ETA WIOA 9090 Quarterly Reports

[ETA WIOA 9091 Annual](#)
Display ETA WIOA 9091 Annual Reports

[ETA WP 9002/VETS200 Quarterly](#)
Display ETA WP 9002/VETS200 Quarterly

[Trade Adjustment Act](#)
Display Trade Adjustment Act Reports

[MIC](#)
Display MIC Report

[ETA 9048 Profile](#)
Display ETA 9048 Profile Report

[EEO](#)
Display EEO Reports

[Veteran Priority of Service Survey](#)
Display the Veteran Priority of Service Survey Report

[ETA 9127](#)
Display ETA 9127 - Foreign Labor Certification Quarterly Activity Report

3. Click on ETA WIOA 9090 Quarterly, then click on the “Quarterly Summary”.

Performance Measure:



Advanced

- [Total Participants](#)
- [Total Exits](#)
- [Placement in Employment or Education](#)
- [Entered Employment Rates](#)
- [Retention Rates](#)
- [Literacy & Numeracy Gains](#)
- [Employment and Credential Rates](#)
- [Average Earnings](#)
- [Attainment of Degree or Certificate](#)
- [Youth Diploma or Equivalent Rate](#)
- [Skill Attainment Rate](#)
- [Quarterly Summary](#)

- From this menu, select the appropriate date range, LWIA Region, and Office Location. Then click Run Report.

Selection Criteria

Date

Date Range: Last Updated: 11/17/2015

Responsible Location

Region/LWIA Status: ☒ Active ☐ Inactive ☐ All

Region/LWIA:

Office Status: ☒ Active ☐ Inactive ☐ All

Office Location:
(Press Ctrl to select multiple items)

LAO Antelope Valley - AJCC
LAO Antelope Valley - Santa Clarita
LAO Asian Youth Center

Run Report

[\[Save to My Reports\]](#)

[\[Select Another ETA WIOA 9090 Quarterly Report\]](#)

- You will have a listing of the federal quarterly summary with the performance items and program groups. You may click on the blue underlined values to drill down to the specific detail listings behind the numbers. Please keep in mind that the data must be uploaded to be available. You can find the date the data was last refreshed below the title of the report.

ETA 9090 WIOA Quarterly: Quarterly Summary



Please note this data was last refreshed on 11/17/2015

Filter Criteria

Report Period: 1st Quarter 2015

Region/LWIA: Los Angeles County Department of Community, and Se

Report Due Date: 11/15/2015

Date: 8/16/2016

Report Quarter End Date: 9/30/2015

State: CA

Performance Items (Time Period for Cumulative Performance)	Program Group	Current Quarter		Cumulative 4-Quarter	
		Value	Numerator ----- Denominator	Value	Numerator ----- Denominator
Total Participants (10/1/2014 - 9/30/2015)	Total Adult Participants	28,828		106,484	
	Total Adults (self-service Only)	26,284		100,660	
	WIOA Adults	27,983		104,798	
	WIOA Dislocated Workers	877		1,768	
	National Emergency Grant	4		37	
	Received Training Services	502		1,789	
	WIOA Adults	311		1,234	
	WIOA Dislocated Workers	199		586	
	Total Youth (14 - 21) Participants	767		4,183	
	Younger Youth (14 - 18)	307		2,600	
	Older Youth (19 - 21)	460		1,583	
	Out-of-School Youth	719		2,398	
	In-School Youth	48		1,785	

6. You may also select individual measures as opposed to a summary both for the 9090 quarterly and 9091 annual reports. The 9090 and 9091 reports have the same selection criteria. In the 9091 section below, select “Annual Summary” to obtain the annual report.

Performance Measure:**Advanced**

- [Total Participants](#)
- [Total Exiters](#)
- [Placement in Employment or Education](#)
- [Entered Employment Rates](#)
- [Retention Rates](#)
- [Literacy & Numeracy Gains](#)
- [12-Mth Earnings Increase / Replacement](#)
- [Wages at Entry to Employment](#)
- [Veteran Priority of Service](#)
- [Employment and Credential Rates](#)
- [Average Earnings](#)
- [Attainment of Degree or Certificate](#)
- [Youth Diploma or Equivalent Rate](#)
- [Skill Attainment Rate](#)
- [12-Mth Employment Retention Rate](#)
- [Non-Traditional Employment](#)
- [Training-Related Employment](#)

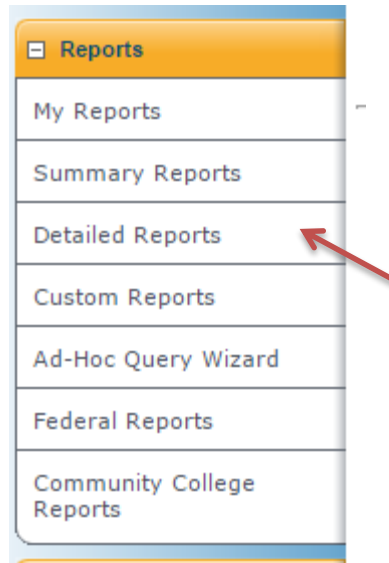
Performance Summary:**Advanced**

- [Annual Summary](#)
- [Local Performance](#)



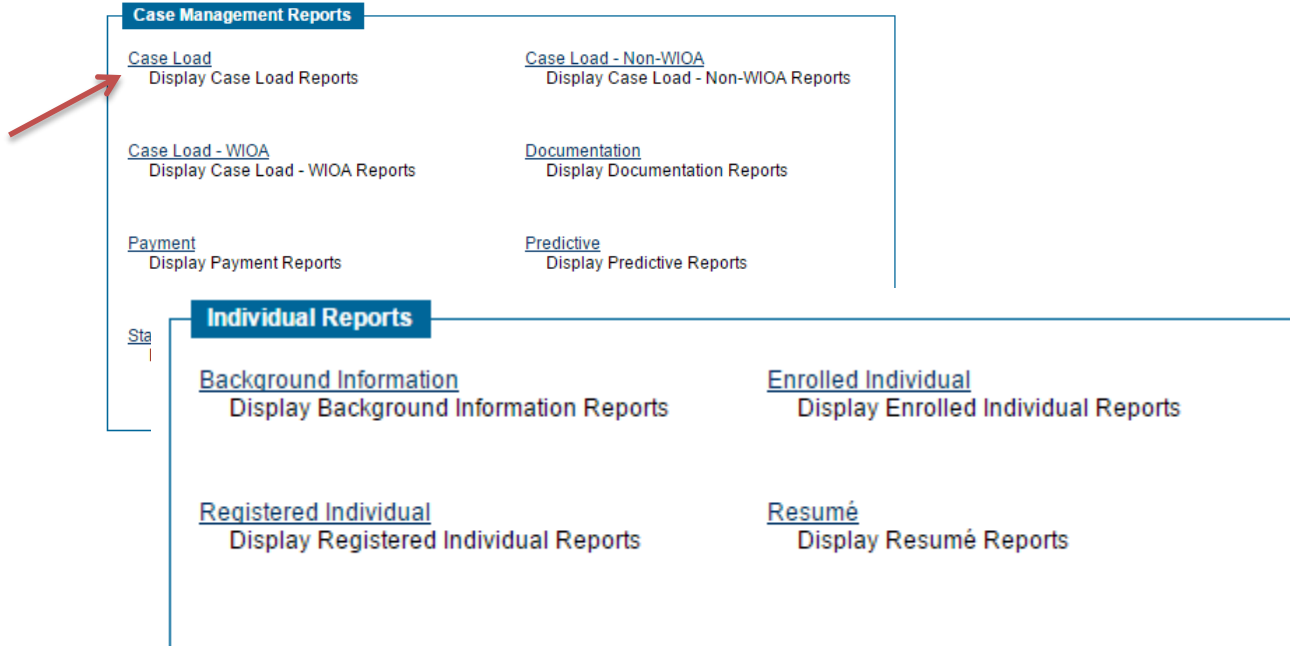
Running a Detailed Report:

1. Navigate to the left hand side and go to Reports > Detailed Reports.



2. First, let's focus on the most commonly used **Case Management Reports**:
 - a. "Case Load" reports will give you specific information regarding participants in your case assignment.
 - b. "Case Load – WIOA" refers to specific WIOA reports such as "Dislocated Worker by Dislocation Event", "5% Enrollment Exceptions", "Selective Service Candidacy", etc. (You can also choose WIOA program under the Program filter, in the "Case Load" reports.)
 - c. "Case Load – Non-WIOA" are generic reports and reports that correspond to Trade and Wagner Peyser.

3. Click "Case Load".



4. After clicking "Case Load", you will have the option to view different case load reports. Select "Summary".

Case Load:

Advanced

- [Active Cases](#)
- [Application](#)
- [Case Closure Employment](#)
- [Case Summary By Application Date](#)
- [Credentials](#)
- [Enrollment Summary By LWIA](#)
- [Obtained Employment](#)
- [Projected End Dates](#)
- [Veteran Data Discrepancies](#)
- [Active Enrollment](#)
- [Assigned Case Load](#)
- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Summary](#)
- [Days since Last Active Service](#)
- [Exited Cases](#)
- [Projected Begin Dates](#)
- [Summary](#)

Basic

- [Soon to Exit Cases](#)


5. In all CalJOBS reports you will have many “Selection Criteria” to choose from. “Program”, “Location” and “Case Assignment” are the most commonly used. Under **Program**, select “WIOA” and in the “Customer Group” select the program. **Leave the “Partner Program” section as is.** Your office location should automatically be populated, but if not, select the office you wish to filter the report for. Select the age, education, and finally the case manager. You may elect to leave all of these filters as they are, to include all participants, but most likely, you will select certain criteria for further filtering.
6. Once you have selected all the criteria you desire, click “Run Report”.

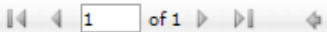
Selection Criteria	
Program	
Program:	Workforce Innovation and Opportunity Act (WIOA) Program
Customer Group:	None Selected Adult Youth Dislocated Worker
Partner Program Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Partner Program:	None Selected
Location	
Region/LWIA Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Region/LWIA:	Los Angeles County Department of Community, and Se
Office Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Office Location:	None Selected LAO Antelope Valley - AJCC LAO Antelope Valley - Santa Clarita LAO Asian Youth Center
Age	
Age Selection:	Application Age None Selected Under 19 19-21 22-32 33-44
Education	
Attending Any School: (Excluding Adult Education)	None Selected
Case Assignment	
Group Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Case Manager Group:	None Selected
Case Manager Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Assigned Case Manager:	None Selected Select Me


**Run Report**

7. Some reports ask for a date range. You have a variety of options to choose from, from Custom Date Ranges to pre-selected ranges. For the current fiscal year, select "Current Program Year".

Date	
Date Range:	Current Program Year ▼
From:	07/01/2016 (mm/dd/yyyy)
To:	06/30/2017 (mm/dd/yyyy)
Reset Dates <small>The date range selection of "Today" will retrieve real time data. Otherwise, data may be up to 24 hours behind.</small>	

8. You will get a detailed listing of all individuals for the criteria you selected. You may expand and click on the blue underlined values to get a drill down of all those participants.
9. You may export this and all reports using the export feature which is a blue floppy disk with an arrow . You will have the option to export in PDF, Excel, XML, and CSV.





XML file with report data summary

CSV (comma delimited) Opportunity Act (WIOA) Program

PDF Group: Adult

Excel Department of Community, and Se

oe Valley - AJCC

Office/Staff	Current Active Cases	Closed Cases With No Exit	In Current Qtr Follow Up	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
<input checked="" type="checkbox"/> LAO Antelope Valley - AJCC	113	93	107	14	34	25	34
Hale, LaVeina	91	42	28	2	5	4	17
Hillman, Olivia	0	0	6	0	0	1	5
Kabba, Sondra	0	8	13	2	4	7	0
Manzo, David	2	0	0	0	0	0	0
Maravilla, Ethel	0	0	3	1	1	1	0
Medina, Alma	0	1	3	0	0	1	2
Nelson, Maria	0	9	16	3	7	2	4
No Staff Assignment	1	0	0	0	0	0	0
Pierce, Sheila	18	2	2	1	0	1	0
RIVAS, SARA	0	1	0	0	0	0	0
Solis, Cristina	1	20	16	2	6	6	2
Williams, Gwendolyn	0	10	20	3	11	2	4
Office/Staff	Current Active Cases	Closed Cases With No Exit	In Current Qtr Follow Up	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Total:	113	93	107	14	34	25	34

10. If you want specific participant information on any report, make sure you click the blue underlined link *before* exporting to make sure those individuals are on the report.
11. You may click “Reset Search Criteria” or “Update Search Criteria” to go back and change any filters necessary for your report. Otherwise you may “Select Another Case Load Report”.

[Reset Search Criteria / Update Search Criteria](#)

[Select Another Case Load Report](#)

12. You may save this report to your reports by selecting “Save to My Reports” located at the bottom of the report. This will save your filters and criteria for easy access later on. Select “Save to My Reports” and enter a description for this report. You may choose to have the report public or to not share at all. Remember to save the report.

[Run Report](#)

[Save to My Reports](#)

[Select Another Case Load Report](#)

CalJOBS - My Reports - Google Chrome

<https://www.caljobs.ca.gov/reports/myreports/myreports.asp?pl>

Please enter in a description for this report:

Case Load [Save](#) [Close](#)

Do Not Share: ☒ Share with everyone that has access to this report: ☐

13. You may access any saved reports in the “My Reports” section under “Reports”.



14. When you click on “My Reports” in the Reports section, you will find your saved reports and all the public shared reports below. You may access the shared reports, if you have the privilege for that report.

Welcome to My Reports. Please select from one of the links below to load a previously saved report.

My Reports:
There are no shared reports available at this time.

Scheduled My Reports:

Report Description	Create Date	Scheduled	Status	View	Action

Shared Reports:

Report Description	Action
(SDWP) PY 15-16 OJT/ITA	Update Filters Display Report
_Active customers by AJCC 2016-2017 (sac1)	Update Filters Display Report
_Customer Roster by Training Center 7-1-14 to 8-11-16	Update Filters Display Report
_enrolled customers by Provider (center) - sac	Update Filters Display Report
218_Rosters	Update Filters Display Report
50400 LVER Performance Tracking - Line 1 (All Employers)	Update Filters Display Report
AAA report	Update Filters Display Report
AAA Report - Marta Henry	Update Filters Display Report
aaaaFavReport	Update Filters Display Report